Access to Budget Spreadsheets

ADMINISTRATIVE SERVICES, HUMAN RESOURCES,

PRESIDENT'S OFFICE – FY2021-22 BUDGETING PROCESS

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For more Nuventive resources

https://www.elcamino.edu/about/depts/ir/

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- Nuventive Quick Guide
- Nuventive Refresher Video
- Linking Recommendations from Program Review Video
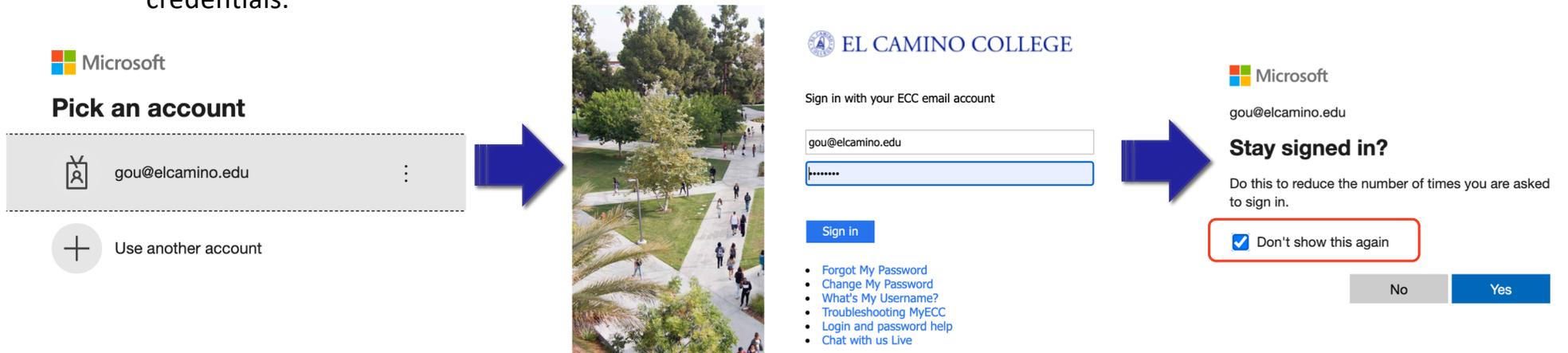- Accessing Budget Worksheets via Nuventive Video

Logging in

https://solutions.nuventive.com/
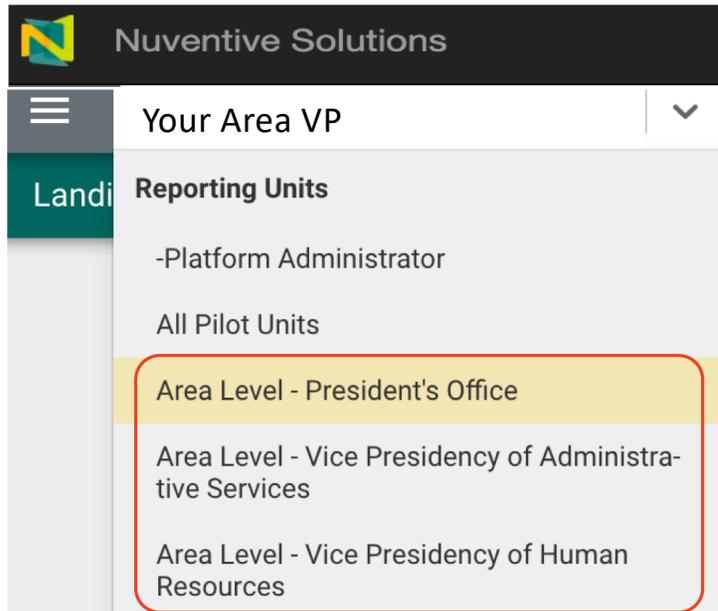
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Logging in

Please use your ECC credentials to log into Nuventive Improve. These extra screens are required the first time logging into Nuventive to provide your credentials. Click on "Don't' show this again" to save your credentials.
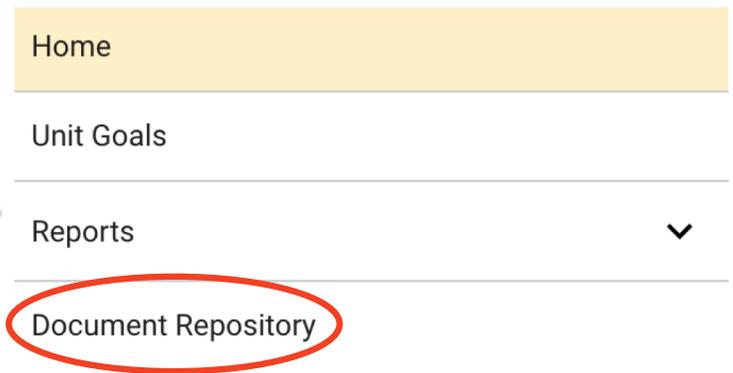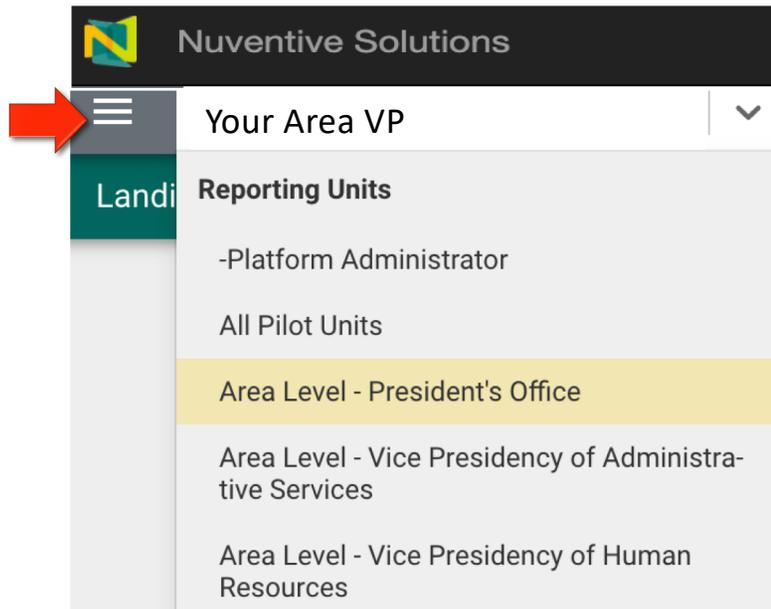
Accessing Budget Folders

Use the dropdown arrow and go to **Reporting Unit**.

Select your one of the **Area Levels**.
All budget worksheet folders are under the President/VP areas.

Accessing Budget Folders

Use the three bars to reveal the Home menu.

All budget worksheet folders are in the **Document Repository** under the President/VP areas.

Accessing Budget Folders

Budget Spreadsheet Folders

Three folders:

- **Folder #1**: Blank budget spreadsheets from Fiscal Services for download

- **Folder #2**: *Optional step:* To facilitate internal processes, use this folder to forward the completed budget spreadsheet to the Area VP for their review before final submission

- **Folder #3**: Completed budget spreadsheets submitted for Fiscal Services download and review
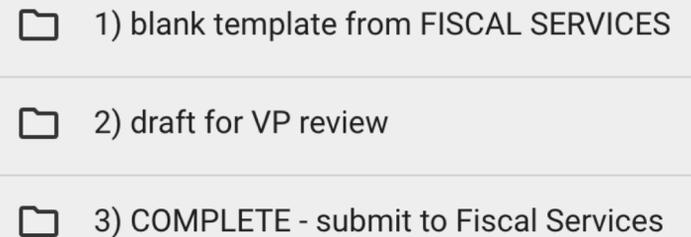
📁 1) blank template from FISCAL SERVICES

📁 2) draft for VP review

📁 3) COMPLETE - submit to Fiscal Services

Process:
1. Download the blank budget spreadsheet from folder #1 if needed.
2. If needed, review the budget spreadsheet internally within your unit/area.
3. Submit the completed budget spreadsheet to Fiscal Services by uploading the completed document to folder #3.

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Uploading Completed Budget Spreadsheets

In the appropriate folder
click on [icon] to add a new
file to the folder.

Choose Files | Annual plan… offices.xlsx

Name *

_____

Description

_____

- **Name** will automatically populate with the name of the file you are uploading.
- **Description** is optional.

CANCEL ✕   SAVE 💾